GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Health, Medical & Family Welfare Department- Revised Job Charts of Village & Ward Secretariat - Key Performance Indicators (KPIs) for the ANMs - Inspection Format of the Mandal/ULB level Supervisory officers to monitor the performance - Approved- Orders – Issued.

HEALTH, MEDICAL & FAMILY WELFARE (G2) DEPARTMENT

G.O.Ms.No.04. **Dated:09.01.2023.**
Read the following:-

1. G.O.Ms.No.113, HM&FW(G.2) Department, Dated.30.09.2019.
2. From the Director, GVWV& VSWS Department, A.P. Secretariat Lr.Rc.No.604/F/GSWS/2022, Dated.15.12.2022 addressed to all HoDs.
3. e-File No.1942411, received from the Director of Health & Family Welfare, A.P., Mangalagiri.

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O R D E R

In the reference 1st read above, the Government have issued the Job chart of the MPHA(F)/ANM Grade-III.

2. In the reference 2nd read above, the Director, GVWV& VSWS Department, A.P. Secretariat has requested to complete the following and communicate the same to their department for development of Online Application for performance monitoring of Village/ Ward Secretariat Functionaries:-

1. Revise and incorporate the necessary activities in the Job charts of respective Functionaries in line with the programmes of the Government and Sustainable Development Goals.
2. Based on the Job charts of the Functionaries, identify the Key Performance Indicators (KPIs) for respective Secretariat Functionaries that are measurable as well as quantifiable.
3. Accordingly, Prepare the Inspection Format of the Mandal/ULB level Supervisory officers to monitor the performance of respective Secretariat Functionaries.
4. Also, Prepare the Format of monthly certification on performance of Functionaries done by Mandal/ULB level supervisory Officers similar to the one which is in use in Agriculture & Cooperation Department.

3. In the reference 3rd read above, the Director of Health & Family Welfare, A.P., Mangalgiri has furnished the revised Job Charts of Village & Ward Secretariat Functionaries in view of the Government making the Village & Ward Secretariat as the Focal point for implementation of SDGs, Welfare and Development Programmes undertaken by the Government from time to time and issue necessary orders in the matter.

4. The Government after careful examination of the matter, here by approve the revised Job Chart of Village & Ward Secretariat, Key Performance Indicators (KPIs), Inspection Format of the Mandal/ULB level Supervisory officers to monitor the performance and Format of monthly certification on performance of Functionaries done by Mandal/ULB level supervisory Officers as enclosed in Annexure.

5. The Director of Health and Family Welfare, A.P. Gollapudi, Vijayawada shall take necessary action accordingly.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

M T KRISHNA BABU
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Director of Health and Family Welfare, A.P. Gollapudi, Vijayawada
The Director of Public Health and Family Welfare, A.P. Gollapudi, Vijayawada.

Copy to:-

The Director, GVWV& VSWS Department, A.P. Secretariat.
The O.S.D to Hon`ble Minister for (HFW&ME), Amaravathi.
The P.S. to Principal Secretary to Government, HM&FW Department.
Sc (1942411)

//FORWARDED :: BY ORDER//

SECTION OFFICER

(Annexure)

(Annexure in G.O.Ms.No.04, HM&FW(G.2) Department, Dated.09.01.2022)

JOB CHART OF MPHA (FEMALE)/(ANM)

Under the Multi Purpose Health worker's scheme One ANM/MPHA(F) is posted at each sub centre/ Dr.YSR Village Health Clinics/ Ward Secretaries covering a population of around 2,000 (1,500 in tribal area) in Village Health Clinics and a population of around 4,000 in Urban areas. She will carry out the following functions.

General instructions:

1. She should work under the administrative control of the Medical Officer PHC and technical supervision and guidance of the Female health Supervisor (MPHS (F)).
2. She should stay at her official head quarters and available for the community for all maternity care services.
3. Should be in uniform with identity card.
4. Should prepare map of her allocated area, enumerate the population, collect data of all parameters and keep family Health Records and Village Health Profile. All the ANMs have to discharge all the duties as assigned by the PHC Medical Officers.
5. She should be carryout all programs assigned by the Government from time to time.

Malaria & Fevers

- To identify the areas to be effected for Malaria/Dengue/Typhoid, confirming Malaria/Dengue/Typhoid cases with proper lab testing, distribute the Tablets and follow up the Health conditions.
- Platelets Test/ other tests to be done if necessary
- If needed refer to Higher center immediately.
- To suggest them to utilize the mosquito meshes.

Immunization

- To ensure all needy people should be vaccinated as per their need.
- To ensure all peoples should be vaccinated for Covid.
- Administer BCG, Hep.'B', Penta Valent, Rota MR, JE, DPT, IPV, OPV (Oral polio vaccine) and Vit – A solution etc., to all infants and children.
- Track all dropouts and left outs for Immunization and vaccinate.

Disinfection:

- To ensure the environment as clean and tidy.
- To take necessary steps to spray the anti mosquito agents in identified areas.
- To educate the people to use the disinfectants in the Toilets. To take necessary steps to spray the Covid disinfectant in identified areas.
- To educate the women for using the sterile pads during the menstruation.

Maternal & Child Health

- To register eligible couple list and consanguineous marriage list.
- For Newly married women, HB test should be mandatorily done. The IFA should be distributed as per the doctor advice.
- If needed pregnant test to be done for confirmation of pregnancy.
- Register pregnant women within 12 weeks after confirmation of pregnancy and provide care to pregnant women throughout the period of pregnancy.
- Conduct urine tests for pregnant women for albumin and sugar and estimate haemoglobin level at clinic in addition to recording Blood Pressure.
- Ensure that all pregnant women get HBsAg, HIV & VDRL test done.

- Make at least 4 ante natal visits and 3 post natal visits for each delivery conducted in her area and provide health education on mother and child care.
- Distribute iron and Folic acid tablets to all pregnant and lactating women.
- Provide immunization for pregnant women with Td.
- Tracking of all pregnancies by name for scheduled ANC services.
- Refer abnormal and high risk cases of pregnancy to Medical officer PHC and higher facilities for further management.
- Motivate all pregnant women for institutional deliveries.
- Refer all cases of difficult labour and abnormalities of new born to the nearest hospital for institutional care and provide health education on mother and child care.
- Educate the mother on the importance of breastfeeding, family health, family planning, nutrition, immunization, personal and environmental hygiene.
- Assess the growth and development of the infant and take action to rectify for any defects.
- Administer BCG, Hep.'B', Penta Valent, Rota MR, JE, DPT,IPV, OPV (Oral polio vaccine) and Vit – A solution to all infants and children.
- Track all dropouts and left outs for Immunization and vaccinate.
- Assist the Medical officer and the Female health supervisor in conducting MCH clinic at the sub centre.

Nutrition & Health

- Identify the cases of LBW and Malnutrition in infants and children and refer to AWCs / NRCs for supplementary Nutrition and treatment.
- Distribution of IFA to adolescents.
- To educate maternity women for taking nutrition food.

Environmental & Water Hygiene

- To inform sanitation persons to spray the anti mosquito agents in that area.
- To educate the people for keeping the environment as clean and tidy and

Refuse Disposal

- To inform the sanitation persons to clean the waste which was dumping in the near to houses, regularly.

Communicable Diseases

- Keep the Medical officer informed of any abnormal increase in case of Diarrhoea, Dysentery, Poliomyelitis, Neo natal Tetanus and fever etc.
- Screen for hypo-pigmented patches for detection of leprosy cases.
- Screen for fever cases, treat, report, and give health education for prevention of mosquito bites.

Non Communicable Diseases

- All ANMs have to conduct population screening for Hypertension/ Diabetes / 3 common cancers i.e. breast, cervix and Oral for women and Oral, Lung, and Prostate cancer for Men.
- To identify common mental illness in the community as directed by PHC Medical Officer.
- Identify Dental health, oral health, ENT and Eye problems, treat / refer accordingly.
- Screen for Geriatric problems.

First Aid & Treatment to minor aliments:

- Provide treatment to minor ailments, first aid and refer cases to the Primary health centre for further diagnosis and treatment.

Family planning:

- Maintain Eligible couple register properly and utilise the information for motivation of couples for acceptance of Family planning methods.
- Distribute conventional contraceptive and OP cycles to the couples on demand.
- Provide follow up services to all family planning acceptors, identify side effects if any and provide on the spot treatment for minor complaints.
- Encourage the male partner for family planning operation instead of female partners.
- Establish female depot holders for conventional contraceptives in the community and provide a continuous supply to them.
- Maintain record of the supplies received and issued under contraceptives, IUD insertions, vaccines, drugs, and other materials.
- Assist the female health supervisors in training the depot holders, village leaders, local dais and other local women group and utilise them for the promotion of family welfare and MCH programmes.

Medical termination of pregnancy:

- Identify women in need of Medical Termination of Pregnancy (MTP) and refer them to the nearest health facility for Comprehensive Abortion Care.
- After abortion, observe the patient daily if any Increasing abdominal pain, Heavy bleeding, lasting more than a week and any abnormality.
- Check HB evaluation daily if any abnormality, refer the Patient to the Higher centre.
- Suggest the patient do not use unsterile pads if any for avoiding infection.

Health Education:

- Participate in the local Mahila mandal meetings, and spread the message on female age at marriage, spacing methods etc.
- Coordinate with other departmental staff like Anganwadi workers, gram sevaks in promoting the services under the programme.
- Educate mothers regarding home management of diarrhoea with ORS and preparation and usage of ORS.
- Educate mothers on early diagnosis of Pneumonia in child and other ailment and refer case for treatment PHC.
- Posters / paintings on key messages Immunization schedule and other national programmes to be displayed.
- To promote all Government Schemes/ Programs.

Reports and Records:

- Maintain all the records and reports as prescribed under RCH.
- Records all the births and deaths occurred in her area.
- Prepare the action plans for her area with the help of Female health supervisor.
- Assist the medical officer, female health supervisor, and the Multipurpose Health Extension Officer during their visits and in conducting school health clinics.
- Attend the monthly staff meetings at PHC and receive directions from the Medical officer about the nature of activities to be carried out.
- Upload the health care data daily in the Government Apps /websites.

- Actively participate in the Pulse Polio Immunization and other national programs in preparing the lists of all eligible beneficiaries and other activities.
- Attend to such other duties as entrusted by the Medical officer and Female health supervisor for the promotion of family welfare and MCH services.

Key Performance Indicators (KPIs)

Performance indicators: YSR Health Clinics

Sl. No.	Indicators	Target	Periodicity	Unit of measure ment	Data source
1	PW registered within 1 st trimester against total PW registration	All eligible pregnant women	Monthly	%	RCH Portal
2	Distribution of IFA and calcium tablets to all pregnant women	All pregnant women registered in RCH portal	Monthly	%	RCH portal
3	% of Pregnant women tested for Anemia against target	All Pregnant women registered in RCH portal	Monthly	%	Anemia monitoring tool
4	% of IFA stock alerts resolved	All alerts raised	Monthly	%	ANM AP Health app
5	High risk pregnant women identified and referral to AH and above	Actuals	Monthly	%	RCH Portal
6	Child registration against ELA in RCH portal	All new born live births in the Health clinic	Monthly	%	RCH Portal
7	Infant (0-1) years received full immunization against ELA	All registered children in RCH portal	Monthly	%	RCH Portal
8	Identify danger signs in new-borns and referral to higher centres	Actuals	Monthly	%	HMIS portal
9	% of teenage pregnancies under the Village health clinic	0 %	Monthly	%	RCH portal
10	% of Pregnant women received full benefit under PMVVY& JSY	All eligible pregnant women	Monthly	%	PMVVY & JSY portal
11	No. of households Friday dry Activities conducted and sanitation issues resolved through Panchayat secretary	All households under the Health clinic jurisdiction	Monthly	%	Vector hygiene app Friday Dry day app
12	No of ANM Feedbacks resolved within SLA	Actuals	Monthly	%	ANM AP Health app
13	Anemia Adolescent girls	Actuals	Monthly	%	NCD APP

Inspection format for Supervisory Officer in Mandal / District

The CHO/MPHEO of the head quarter PHC is appointed as a Supervisory Officer for Mandal level and the District Medical and Health Officer/ Addl. DM&HO is appointed as Supervisory Officer for District Level and they shall monitor the performance of respective Secretariat Functionaries and he/she shall monitor the following inspection format and to take necessary steps for achieving the target.

Inspection format

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